

Sports and Recreation Committee Operation Manual

1. Introduction

The operation manual is intended to lay down the framework for all the sports and recreational activities overseen by the Sports and Recreation Committee ("SRCom"), whose terms of reference are attached in [Annexure 1](#) hereto.

The basic principle is that all sports and recreational activities should be organized on a self-sustainable basis, both financially and operationally.

In alignment with the Institute's strategic focuses, the SRCom activities shall aim to expand members' participation in sports and recreational activities and enhance engagement by offering a diverse range of programmes and fostering a strong sense of community.

The Institute will continue to provide funding and manpower support to annual CPA competitions, external competitions and other activities organized by individual interest groups (IGs) as endorsed by the Management and the SRCom.

2. Structure

The SRCom, appointed by Council, is comprised of a chairman, deputy chairman and committee members.

The appointment is made annually at the beginning of each calendar year for a one-year term. The first committee was appointed on 1 August 2015.

Currently, there are 17 Interest Groups (IGs) under SRCom covering the following activities:

- | | | |
|---------------|-----------------|------------------|
| 1. Athletics | 7. Dragon boat | 13. Singing |
| 2. Badminton | 8. Football | 14. Snooker |
| 3. Basketball | 9. Golf | 15. Table tennis |
| 4. Bowling | 10. Pets | 16. Tennis |
| 5. Bridge | 11. Photography | 17. Volleyball |
| 6. Dance | 12. Sailing | |

3. Members' entitlement

Each HKICPA member are welcome to join any of the interest groups free of charge.

4. Formation of interest group

In consultation with Management, SRCom may form a new interest group as recommended by the Chairman described in sub-para (5.1i). The criteria for forming a new interest group include, inter alia, whether:

- a. it enhances bonding among members;
- b. it is self-sustainable both operationally and financially;
- c. it has a minimum of 40 members who support its formation;
- d. a case has been made in favour of its formation after a one-year trial period; and
- e. at least 40 unique members participated in the activities organised by the interest group during the trial period.

In addition, the following negative vetting will also be part of the application process:

- f. Will the proposed activity bring the Institute into disrepute?
- g. Is there any inherent safety risk in the proposed sport?
- h. What is the feasibility of organizing the activities (e.g. shortage of venue).

Subject to Management's final approval, a new interest group may be formed after the due consideration and process as outlined above.

5. Scope of responsibilities

(1) Chairman

- a. To ensure that Council's directions and the Institute's policies are closely followed by SRCom and its IGs.
- b. To act as the conduit between Management and members regarding sports and recreational related matters.
- c. To oversee the organization of IGs' activities and the annual CPA competitions including reviewing the competition mechanism.
- d. To review current and develop new relevant policies in consultation with Management and SRCom.
- e. To endorse members representing Institute in external competitions based on the results of the internal selection process and/or recommendations of relevant IG convenors and/or coaches.
- f. To endorse the coach, IG convenor, and/or team captain to be the person in-charge at competitions and/or activities organized, or participated, by the Institute, who is responsible for allocating, substituting, and/or suspending players during the competitions / activities.
- g. To endorse the appointment of IG convenors and organizing committees.
- h. To review IGs' budgets and year plans in consultation with Management.
- i. To consider application of new IG / disband any inactive IG* in consultation with Management and SRCom.

*Refer to 6.1-6.5

(2) Deputy Chairman

- a. To assist the Chairman to discharge his duties as he sees fit.

(3) IG convenors

- a. To extend full co-operation with Management and SRCom.
- b. To lead the IG organizing committee to plan and organize activities that are of direct relevance to the IG.
- c. To seek prior special permission from Management for unbudgeted items.

- d. To ensure a fair participation for all IG members.
- e. To submit draft budget and year plan for review by Management and SRCom Chairman, with a focus on:
 - increasing the participation rate of SR activities
 - expanding IG membership base
 - attracting new joiners
- f. To safeguard members' personal data according to the Personal Data (Privacy) Ordinance.
- g. To ensure activities are organized within budget and observe the Institute's purchasing and reimbursement procedures as set out in [Annexure 2](#).
- h. To engage qualified coaches, if required. A sample contract for engagement of coach is reproduced at [Annexure 3](#).
- i. To advise IG members the claim procedures for accident insurance as set out in [Annexure 4](#).
- j. To oversee, monitor and maintain the ongoing engagement and effectiveness of IGs, reporting the performance of IG to Chairman and Management.

*Refer to 6.1-6.5

(4) IG members / HKICPA representative team members

- a. To maintain the highest standards of sportsmanship and to observe the [Event Participation Guidance](#).
- b. To sign health declaration form and update IG convenors / coach if there are any subsequent changes of health condition before participating in any activities.
- c. To observe the risk management policies as advised by the IG convenors / coaches.

6. Supporting Interest Group Vitality

To ensure the continued engagement and effectiveness of Interest Groups, the following procedures are suggested, in consultation with Management in addressing the inactive interest groups as described in sub-para (5.1i):

(1) Activity Report

- Regularly monitor the activities of all interest groups (e.g. quarterly) based on participation rate, event frequency and member engagement.

(2) Identifying and addressing challenges

- Convenors to collaborate with the Chairman and Management to identify groups exhibiting low activity and understand the root causes of low engagement.
- The Chairman to drive the discussion with convenors on barriers to participation and engagement
- Document the reasons for lack of events, low participation, and absence of communication with members.
- IG convenors to provide tailored suggestions and strategy to Chairman and Management for improvement.

(3) On-going Evaluation

- Chairman and Management will review the interest group's activity based on any changes or improvements made.
- The Chairman, in consultation with Management, will continue to work with the convenors to provide support and guidance for interest groups with low rates of activity and engagement as needed, and determine the appropriate steps to conform with the common objectives of member engagement.
- Records of the process will be maintained for future reference and transparency.

This approach aims to ensure effective oversight, actively involves convenors in addressing issues, and encourage ongoing engagement among members.

7. Finances

(1) Annual CPA competitions

Funding will be allocated for organization of annual CPA competitions, including but not limited to the following:

- a. Venue rental
- b. Umpires
- c. Trophies
- d. Accessories (e.g. balls)
- e. Service provider, if required
- f. Photography and refreshments on event date

(2) External competitions initiated by the Institute

Funding will be allocated to Institute's representative teams in external competitions, including but not limited to the following:

- a. Registration fee
- b. A maximum of four training sessions for representative team within two months prior to the competition
- c. Uniform or Institute's t-shirt: Each representative team member will receive funding for one set of uniform or Institute's t-shirt every two fiscal years, up to a limit of HK\$400. The football team will receive funding for two sets within the same HK\$400 limit.
- d. Equipment rental (e.g. boat rental)
- e. Sports/ game accessories (e.g. balls, cards)
- f. Venue rental
- g. Umpires
- h. Trophies
- i. Service provider, if required
- j. Refreshments on event days will be provided in voucher format, with a limit of HK\$50 per person, when not provided by the organizer. To address members' suggestion of increasing the \$50 subsidy on onsite refreshment, the Management will increase the subsidy to \$60 in the 2025/2026 fiscal year, subject to Council's approval on the overall SRCom budget.

(3) Interest Groups activities

Funding will be allocated to individual IGs to organize pre-approved activities relevant to the IG and interest to their members, including but not limited to the following:

- a. Registration fee
- b. Venue rental
- c. Umpire
- d. Trophies
- e. Service providers
- f. Equipment rental (e.g. boat rental)
- g. Sports / game accessories (e.g. balls, cards), photography service.
- h. Refreshments on event days will be provided in voucher format, with a limit of HK\$50 per person, when not provided by the organizer. As agreed by the SRC, Management will increase the subsidy to \$60 per person in the 2025/2026 fiscal year, subject to Council's approval on the overall SRCom budget.
- i. Institute's t-shirt for members participating in pre-approved external competitions not initiated by the Institute as described in sub-para (2) above.

8. Others

(1) Use of Institute's name and logo

Usage of Institute's name and logo is subject to the Institute's brand guidelines and prior approval from Management must be obtained before reproducing the Institute's name and/or logo on uniforms, trophies, banners and any publications including social media. The appointed vendor is required to sign and return the logo licensing agreement to the Institute prior to production.

IGs participating in external competition under the name of the Institute must seek approval from management prior to applying for the competition. Representative team list must be endorsed by the Chairman of the SRCom.

(2) Enrolment policy

The annual CPA competitions described in sub-para (7.1) above are primarily for HKICPA members. QP graduates / students and IAs are also welcome to participate.

Only HKICPA members, QP graduates / students and IAs can represent the Institute in external competitions described in sub-para (7.2) above.

While all IG members have priority in terms of enrolment, QP graduates / students and IAs are welcome to participate in sports and recreational activities organized by IGs.

(3) Recognition and expression of appreciation

Representative teams appointed by the Institute to participate in external competitions initiated by the Institute will be invited to the annual dinner organized by SRCom at which due recognition is given to their efforts and achievements.

In addition, the Institute subsidises part of the cost of an after-competition-meal organized within one month from the date of the external competitions initiated by the Institute as a gesture of appreciation to the representative teams. The amount of subsidy is HK\$200 for each team member who attends the dinner, even if two or more after-competition dinners are held together. The said subsidy is not redeemable in cash and cannot be used for setting off other Institute's payments.